



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## DEFERRED COMPENSATION COUNSELOR II

Job Number: 20001744

Job Code: 93710V121216

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 12/16/2012

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides comprehensive and specialized customer service to participants in the Kentucky Public Employees' Deferred Compensation Authority by counseling members on various program options, regulations and other matters related to the program; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of experience in personnel administration or business administration including one year of experience administering a deferred compensation or similar benefit program.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in business administration or public administration will substitute for the one year of non deferred compensation or similar benefit program experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience as an investment counselor, deferred compensation counselor or similar work in providing information on retirement or other benefit programs or experience in business administration, public administration, accounting, or information technology will substitute for the required education on a year- for-year basis. Current certification as a Certified Employee Benefits Specialist OR as a Professional Administrator and Management Executive as certified by the International Foundation for Retirement Education will substitute for the required education.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets regulations and policies on loans. Approves loans for processing and invests loan administrative fees. Coordinates receipts of deferrals and billings. Works with payroll administrators to set up billing procedures. Coordinates the preparation of weekly business and other reports. Assists with Unforeseeable Financial Emergency withdrawal and provides forms for participants. Provides explanations of basic Internal Revenue Service regulations and Deferred Compensation requirements. Represents the Authority at various seminars for public employee groups. Explains exchange procedures and investment options by telephone and in-person to participants and other interested parties. Records and implements telephone exchanges and option changes. Reviews, approves or rejects beneficiary forms according to guidelines. Answers inquiries on quarterly participant account statements, account values, current investment amounts and allocations. Balances deferral remittances and resolves discrepancies with agency payroll administrators. Receives and implements participation agreements for increases, decreases and discontinuances. Maintains basic understanding of the telephone system for the Authority call center and other general usage. Possesses sufficient hardware and software expertise to work with the Authority's record keeper and COT to maintain systems, programs, and website for the Authority.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting. Occasional travel is required to make presentations on program activities. Communicates frequently by telephone and with walk-in members. Uses keyboard to access account information on participants.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*